

ODP-81-1653

9 DEC 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Travel Reduction Plan

REFERENCE: Your Memorandum, dtd 25 Nov. 1981,
same subject (DD/A 81-2426-1)

The Office of Data Processing has a small travel budget and competition for the available resources ensures that only travel essential to our mission is approved by the senior officials who have been delegated this responsibility. We make maximum use of special fares and excursion rates for air travel and routinely search for economical travel alternatives in other areas, such as car pools for day trips to contractor sites [redacted]. There is nothing out of the ordinary about these measures, however, and they are fairly obvious elements in any travel reduction plan developed for the Agency. In the last analysis, we will have to rely on prudent management by approving officials to carefully scrutinize each travel request to ensure that the travel is essential.

/s/ Bruce T. Johnson

Bruce T. Johnson

ODP/AS/[redacted]:kf 09 December 1981

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DD/A 81-2426/1

25 NOV 1981

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Date 12/9

ODP # 81-1588

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MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

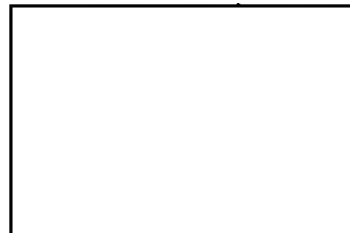
Where are
the attachments?
C/S

FROM:
Executive Officer to the DDA

SUBJECT: Travel Reduction Plan

Forwarded herewith is a memo and some notes which we received from the DCI. In keeping with the DCI's request, please provide us by 9 December your suggestions regarding travel reduction options which we can incorporate in an overall Agency reduction plan.

Attachments



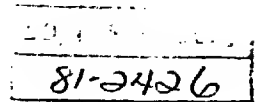
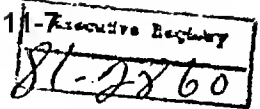
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Attachment

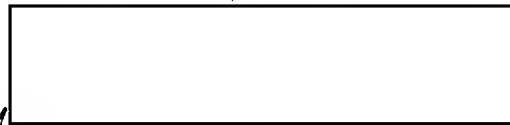
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19 November 1981

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.

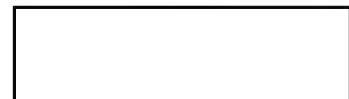


William J. Casey

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Attachment :
As stated

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ER :

DIRECTOR OF CENTRAL INTELLIGENCE

Notes taken by DCI at Cabinet Meeting
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations